Integrated Safety Management

- A Brief Refresher course…. Why ?
- ISM is key to maintaining a safe working environment in the Technical Division
- As Division Head, I want each level of management and workers to embrace this concept

Fermilab Policy

- *It is the policy of Fermilab that its employees & users conduct work and operate in a safe and environmentally sound manner.*
- *Fermilab expects the same from all contractors performing work at the Laboratory.*
- *We NEVER put operational considerations above the safety of our employees (SLAC incident !)*

The Goal:

- *The ultimate goal of safety in the workplace is to have no injuries.*
- *In the past many people might have concluded that such a goal was not achievable*
- *The experience over the past few years at Fermilab and in the Technical Division has shown that indeed one can approach this goal*
- *Currently TD has gone 689 days without a lost-time work injury… yet we remain a productive and efficient organization*
- *Our safety record is great. You can all be proud… but we must guard against being complacent!*

ISM Seven Guiding Principals:

- Line Management is responsible for safety
- Clear Roles & Responsibilities defined
- Competence, Commensurate with Responsibilities
- Balanced Priorities
- Identification of Safety Standard & Requirements
- Hazard Controls Tailored to work
- Operational Authorization

Line Management is Responsible for Safety:

- This does not mean your boss is responsible for your safety...
- This means everyone in the chain of command, including the individual worker performing the work, is responsible for safety.

Clear Roles & Responsibilities Defined:

- This means:
  - There is a clear chain of command & authority
  - Each worker understands who is responsible for each sub-task or detail of a job
  - Each worker knows who to contact when there is a problem or a question
  - Each worker knows what is expected of him/her in an emergency.

Competence, Commensurate with Responsibilities:

- It is the responsibility of the supervisor to ensure that workers have the appropriate background knowledge, and training to perform assigned task.
- It is the responsibility of the employee to tell your supervisor if you do not feel qualified to do a job safely

Balanced Priorities:

- It is the responsibility of the supervisor to make sure and understand the workload of individuals and assign priorities appropriately when multitasking.

- It is also the responsibility of the individual worker to refrain from rushing and working unsafely, i.e., bypassing established safety procedures and/or safe work practices. (Use the safety equipment provided for you !)

Identification & Acknowledgement of Safety Standards & Requirements:

- It is the responsibility of the supervisor to ensure that workers are adequately trained to perform assigned tasks and they are familiar with the safety requirements, and established procedures.
- It is the responsibility of both supervisors & workers to identify hazards and insure that proper safety procedures are followed

Hazard Controls Tailored to Work:

- Deviation from established procedures requires careful consultation with the supervisor and sometimes higher in the management chain. (requires good judgment on your part!)

- It is the responsibility of the supervisor & worker to ensure that all hazards associated with the tasks are recognized and mitigated; i.e., hazards are either eliminated or controlled to protect the workers & the equipment.

Operational Authorization:

- It is the responsibility of the department head, project leader, supervisor, or the task manager to secure appropriate authorization for the work that requires deviation from the established procedures or safe work practices.

- Partial and/or full Operational Readiness Clearance (ORC) must be obtained from the Technical Division Head before operating new processes and setups. See TD-Policy # 1140.

ISM Core Functions:

- **Define Work** - This includes a well thought-out and a complete scope of work.
- **Analyze Hazards –** Think !
  - Mental hazard analysis of routine and daily work activities
  - New, complex, or unfamiliar tasks may require written Job Hazard Analysis (JHA) ➔ If you are not sure, consult your supervisor.
  - Safety in the workplace requires that you exercise good judgment and watch out for your fellow employees
  - If you receive a safety suggestion from another employee…try to receive it in a positive way…
- **Establish Controls -** Based on JHA; all hazards must be mitigated or controlled to protect the worker.

ISM Core Functions: (cont.)

- **Perform Work**
  - Stay alert… Think !
  - An appropriate level of supervision is required to work safely and successfully. This may changed depending on the job being done

- **Provide Feedback & Recommendations for Improvements**
  - Tell us when there are problems
  - Tell us about “near misses”
  - Tell us about success stories
  - If we don’t know about it, we can’t fix it !

Summary:

- It is the responsibility of each and every individual in the Technical Division to work safely and to look out for his/her fellow employees

- Each and every employee in TD is empowered to intervene on behalf of the Division to stop unsafe work activity ➔ if you see a problem contact your immediate supervisor, or call TD SSO @ Ext. 5424 or 3120

- All TD employees have direct access to the Division Head if a safety issue is not addressed satisfactorily

- You are doing a great job. Keep it up!